



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-15-11

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION Maintenance Mechanic

OPENING DATE Thursday: September 3, 2015

CLOSING DATE Thursday: September 17, 2015

WORK HOURS Full-time; 40 hour workweek

GRADE/SALARY FSN-05 9,349.00/USD

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individuals for the position of Maintenance Mechanic at the Facilities Maintenance Section (FMS).

BASIC FUNCTION OF POSITION

Employed as a Maintenance Mechanic to carry out skilled maintenance and repair work through the New Embassy Compound (NEC) buildings and grounds and residential and nonresidential short term leased and U.S. government owned properties. Responds to scheduled, unscheduled and preventive maintenance requirements using work orders generated by the Work Order for Windows (WOW) module or other Computer Maintenance Management Software (CMMS). The incumbent performs daily work assignment to a variety of mechanical systems and equipment as directed by the Mechanical Trades Foreman and other Facility Management personnel. The incumbent provides emergency service coverage for malfunctioning mechanical systems and equipment as required 24 hours per day; seven days per week in support of the Embassy (24/7) operations.

QUALIFICATIONS (REQUIRED)

Applicants must meet ALL of the following criteria to be considered for employment

1. Education:

Completion of secondary school is required. Completion of vocational training from an accredited institute recognized as producing tradesmen with mechanical maintenance skills in any area, or equivalent.

2. Work Experience:

Three (3) years' experience in operation and maintenance of building mechanical systems and associated equipment in a large commercial building with modern mechanical systems. Experience in maintenance of commercial mechanical systems is required. Experience working with current mechanical trades' practices in the areas of safety, fire, and an understanding of personnel protective equipment used for the work of the position.

3. Language Proficiency (Applicants Will be tested as applicable):

English: Level II (Limited)

Arabic: Level II (Limited)

4. Skills and Abilities:

- Must be able to work unsupervised and perform the work of a maintenance mechanic and related trades with minimum supervision. May be called upon to perform the duties of acting Mechanical Trades Foreman during his absence.
- Ability to read and understand mechanical layout drawings is required for this position.
- The position must have a valid local driver's license.

SELECTION CRITERIA

- In order for their applications to be considered, Non-Sudanese applicants must possess a valid Sudanese visa and work permit before the closing date of the position vacancy announcement.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizen EFMs and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **Attach copies of all documentation that confirms your legal eligibility to work in Sudan**
 - **Applications submitted on any other form will NOT be considered.**
2. Completed applications must be received on or before 4:00 PM on the closing date. Applications received after the closing date and time will not be considered.
3. Read the instruction for completing the DS-174.
4. Applications may be submitted as follows:
 - E-mail: KhartoumHRAApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line.
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Soba, Khartoum - Sudan. The application box is located outside the Consular Entrance.
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.